

State of Louisiana --- Department of Social Services/OM&F

IT EQUIPMENT MOVEMENT FORM

TAG NUMBER	17500-0	SERIAL NUMBER	
DESCRIPTION	* If a laptop, see below.	REMEDY TICKET NUMBER	

* If a laptop pickup, a Laptop--Release of Responsibility Form (DSSPC-6) must accompany this form.
 If a laptop delivery, a Laptop--Acceptance of Responsibility Form (DSSPC-5) must accompany this form.

PICKUP LOCATION	LOCATION CODE:	SITE NAME:	PHONE NUMBER:
PICKUP ADDRESS:			
PRINTED NAME OF PROPERTY CONTROL MANAGER/DSS EMPLOYEE AT VERIFYING PICKUP OF EQUIPMENT:		SIGNATURE/DATE: ☆	

IT TECH Receipt	PRINTED NAME:	SIGNATURE/DATE: ☆☆
IT TECH Reassignment	PRINTED NAME:	SIGNATURE/DATE: ☆☆
IT TECH Reassignment	PRINTED NAME:	SIGNATURE/DATE: ☆☆

☆ **Property Control Manager/DSS Employee** - After the IT Tech has signed this form acknowledging receipt of the equipment, scan/FAX a copy to the contact listed at the bottom of this form. Keep a copy for your file.

Give the **original** to the IT Technician for completion at the Final Delivery Location.

FINAL DELIVERY LOCATION	LOCATION CODE:	SITE NAME:	PHONE NUMBER:
DELIVERY ADDRESS:			
PRINTED NAME OF PROPERTY CONTROL MANAGER/DSS EMPLOYEE ACCEPTING DELIVERY:		SIGNATURE/DATE:	

☆☆ **IT Technician** - Give a copy of this completed form to the Property Control Manager/DSS Employee at the Final Delivery Location.

Submit the **original** to the contact listed below as soon as possible.

DSS OS/OM&F, Attention: Sharon Gerding
sgerding@dss.state.la.us or FAX 342-8635
 Iberville Building, Baton Rouge, LA

Note of Responsibility: Louisiana Administrative Code, Title 34, Part VII and DSS Policy Number 1-11 states: Each Person to whom property is entrusted and receipted for shall be held liable for the payment of damages whenever his/her wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property for which he/she is responsible.